



SAMPLE

Request for Staffing - Special Events

Student Activities Office

50 PHELAN AVENUE • SU205 • SAN FRANCISCO, CA 94112 • (415)239-3212 • FAX (415)239-3755

TO: Student Accounting Office/Administrative Services
FROM: Associate Dean of Student Activities
RE: Request for Staffing - A.S. Special Event

Type of Activity/Event: Hip Hop Dance Workshop

Location of Activity/Event: Wellness Center 301

Date of Activity/Event: November 10, 2011

Time of Activity/Event: 3:00pm

Admission/Ticket price: \$10.00 for the workshop

Estimated number to attend: 30 students

Club/Organization: Hip Hop Club

Club/Organization fund number: 112311

Faculty Advisor: John Doe

Mailbox: HIPX Phone: X5867

Student contact: Erica Sanchez Phone: 415-555-0246

Staff needed: Cashiers: 1 Ticket Takers: Gate Keepers:

Time needed: Arrival Time: 2:30pm Departure Time: 4:00pm

Approved Associate Dean of Student Activities Date

Confirming Official Student Accounting Office Date